

SAM.GOV REGISTRATION IS FREE!

There is NO FEE to register or maintain your SAM.gov registration. If you get an email, text, or phone call from a company asking you to contact them right away about your SAM.gov registration, be cautious. If you are asked to pay money to complete or renew your SAM.gov registration, be cautious. These messages are not from the Federal Government. It is FREE TO REGISTER in SAM.gov for any entity. You engage third party vendors at your own risk.

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

Getting Started

How do I start a new registration?

You must have an active registration in SAM to do business with the Federal Government. If you already started your registration, check your status by entering your DUNS Number or CAGE Code in the SAM Status Tracker.

If you have not yet started your registration, please create an individual user account and log into SAM to register your entity. To register in SAM, at a minimum, you will need the following information:

International Registrants:

1. Your NATO Commercial And Government Entity (NCAGE) Code.
 - If you don't already have one, you can [request an NCAGE Code online for FREE](#).
2. Your DUNS Number, Legal Business Name, and Physical Address from your D&B record. Make sure your DUNS information and NCAGE information match.
 - If you don't already have one, you can [request a DUNS Number for FREE](#) from D&B.

What is Draft Status?

When you first begin your entity registration, your record is in Draft status. This means you are working on completing the Core Data section. Each time you save your entity record, all information that you completed to date is stored and will appear the next time you log in to continue working on your record.

Your registration will remain in the Draft status until you complete Core Data. While in the Draft status, your registration is not searchable.

If the DUNS Number you enter in the SAM Status Tracker is in Draft status, you will get this error message: ERROR: Status of DUNS #####-#### could not be retrieved. This DUNS Number is not registered in SAM.

What is Work In Progress status?

When your entity registration record enters the Work in Progress stage, it means that you've completed all Core Data, or you've initiated an update to a currently active or already expired record. If you've initiated an update to an existing record, the record will enter this stage once you verify the unique identifier information, i.e. the DUNS Number or DoDAAC verification. The SAM Status Tracker uses seven circles to represent steps in the registration process: Core Data, Assertions, Reps & Certs, POCs, Submit, Processing, and Active. You enter information as necessary based on why you are registering in SAM. Your registration will remain in Work In Progress status from Core Data, through Assertions, Reps & Certs, and POCs, until you Submit the record.

When a section or step in the process is complete, it will have a green checkmark and state Completed. Those you have started, but not completed, will be yellow and state In Progress. Those you do not need to complete based on why you are registering will be lined out and state Not Required. Those you have not started will be grey and empty.

What is Submitted status?

Once you enter all the information required, review it, and submit your registration, it gets processed. If it wasn't already sent after you completed the IRS Consent Form, your entity's taxpayer information (if applicable) is sent to the IRS for validation. When that is complete, your registration is sent for CAGE/NCAGE Code assignment or validation. While the average overall processing time is up to three business days, these external reviews can take up to ten business days. You will be notified by e-mail when all reviews are complete.

What is Active status?

Once your entity registration is successfully processed, i.e. passes the external validations, it becomes Active in SAM. It will remain active for 365 days from the date you submitted it for processing, unless it is deactivated by your Entity Administrator. Remember, you must log into SAM, review your registration information and update as necessary, at least once within the 365 days or your record will expire.

What is Expired status?

If you have not logged in and updated your entity registration record within at least the past 365 days, your record will Expire and go into an inactive status. If you have initiated an update to an existing record, the updated record will replace the older record once the updated record finishes processing. The SAM Status Tracker will display empty, grey circles for an Inactive registration and provide a message that tells you the date that registration expired.

What if my entity fails TIN validation?

If your entity fails TIN Validation, and you are uncertain about your correct TIN or Taxpayer Name in IRS records, we suggest that you compare the information you entered in SAM with the Taxpayer Name and TIN information on one of the following documents from the IRS:

1. The original notice you received from the IRS assigning you your EIN (Employer Identification Number).

2. Your most recent federal tax return for the business activity.
3. Any other recently received notice for the business activity.

If your TIN is a Social Security Number (SSN), compare the name and number with the information on your actual social security card.

If you are having problems with TIN mismatches in SAM concerning your Employer Identification Number, please contact the IRS at 1-800-829-4933.

If you are having problems with TIN mismatches in SAM concerning your Social Security Number, please contact the Social Security Administration at 1-800-772-1213 for additional information and assistance.

What if my entity fails CAGE Code validation?

SAM will send you an email with your entity's CAGE Code validation failure reason. [For more information, contact the Commercial and Government Entity \(CAGE\) Code Program](#) at:

Toll Free: 1-877-352-2255

Commercial/FTS: 1-269-961-7766

DSN: 661-7766

Email: dlacontactcenter@dla.mil

Note: CAGE Codes for entities located outside the United States and its territories are called NCAGE Codes.

What if I still need help?

Find the full [SAM User Guide](#), Quick Start Guides, Helpful Hints, and Webinars on the SAM HELP tab. [Contact our Service Desk](#) to search for answers on-line or request additional help.

Find Your Registration in SAM

Log into your account on the SAM homepage. Once logged in, select Entity Registrations from the My SAM sub-navigation menu to create, update, renew, or deactivate your entity registration.

External Resources

Resources relevant to users registering an entity located outside the U.S. and its outlying areas in SAM.

[CAGE Code Search](#) - The Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) portal to search for domestic and foreign entity CAGE Code information.

DUNS Number Request - The webform where Dun & Bradstreet (D&B) provides a DUNS Number, a unique nine digit identification number, for each physical location of your business. DUNS Number assignment and maintenance is free for all entities required to register with the U.S. government for contracts or grants.

Federal Service Desk (FSD.gov) - The supporting service desk for SAM. Search FAQs, review training/support material, submit a live chat request for help, submit a web form request for help, or call to speak with an agent Monday to Friday, 8 a.m. to 8 p.m. Eastern Time.

NCAGE Code Request - The online portal for international entities to request a new NATO CAGE (NCAGE) Code or submit updates to an existing NCAGE Code record.